

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Annual Planning Conference

FROM: C/HOME/OL
3E14
HQS

EXTENSION

NO.

OL 10244-84

DATE

28 AUG 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/I&MSS/OL
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28 AUG 1984

MEMORANDUM FOR: Chief, Information and Management Support
Staff, OL

STAT FROM:

[redacted]
Chief, Headquarters Operations, Maintenance and
Engineering Division, OL

SUBJECT: Office of Logistics Annual Planning Conference

REFERENCE: Multiple addressee memo from C/I&MSS/OL, dated
6 August 1984, same subject (OL 4129 84)

1. As requested in the referent memorandum, the following conference topics are suggested for discussion at the Office of Logistics Annual Planning Conference to be held on 10 and 11 October 1984:

a. Proposal that major renovation and overhaul of the old building be initiated commencing with the move into the new building. (E&CB)

b. Explanation of the scope of the logistics study on backfill of the Headquarters Building when the new building is completed. (ADS)

c. Configuration management at Headquarters Building. (ADS)

d. Better ODP support to logistics programs and update to old programs. (EDR)

e. More and more requirements levied upon logistics require "quick responses." Should OL develop a flexible support unit capable of delivering services to all Agency components quickly and with little interface with the formal organization?



OL 10244-84